

PERSONNEL FILE REVIEW LOG

[illegible]



Human Resources Personnel Action Form

Form: PAF
Developed: 8/23/13
Rev: 05/28/14

Today's Date: 5/28/2014

Proposed Effective Date: 5/19/2014

Effective Date: 5/19/2014

Action Request: Employee Status: **Non-Renewal**

Position Status: **Choose an Action**

Personnel Information: *Required for employee actions

*Employee Name: James Biggs	*Banner ID: 000017763	Social Security: [REDACTED]	DOB: [REDACTED] 1963	Gender: Male
Address: [REDACTED]	Phone #: [REDACTED]		Ethnicity: Select One.	Highest Degree: PhD
Emergency Contact Name:	Phone #: () -	Address:	Relationship:	
If transfer Transfer from Position Number:	Transfer To Position Number :	Union Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Position Information

Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.	Previous Incumbent: (If applicable) Name: _____ Banner ID: _____
Hiring Chair: _____	Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Non FLSA Covered (Salaried Position) <input type="checkbox"/> FLSA Covered (Time Sheets Required) <input type="checkbox"/> Time Sheet Required
Job Title: Assistant Professor - Environmental Science	Position Number: 226801
Department Name: Environmental Science	Reporting Official:
Campus Location: <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other	Office Phone: () -
Funding Source: <input checked="" type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____	Contract Term: Staff: <input type="checkbox"/> 12 mos Other _____ Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos Student: <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No
Grant Program Name:	
Grant Expiration Date: Click here to enter a date.	
Account/Grant/Program No: 41144-2268-61101-101	FTE: 1.00 Amount: \$
Account/Grant/Program No:	FTE: Amount: \$
(Must Equal Contract or Estimated Amount) Total: \$ 0.00	
Notes:	

Compensation

Start Date: Click here to enter a date.	Salary Amount: \$ 50,500.00	Total Hours Authorized:
End Date: 5/19/2014	Stipends: \$	Weekly Hours Authorized:
Probation Ends: Click here to enter a date.	Other: \$	Hourly Rate: \$ (if applicable)
	Total Contract: \$ 50,500.00	Total Estimated: \$ 0.00
Salary Range: From: \$ To: \$		
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00 Percentage:
Budget Check:	Job Title:	Date: Click here to enter a date.
Completed By: Antoinette Jiron	Job Title: HR Generalist	Phone: (505)747-2162 Date: 5/19/2014
Employee Signature:	Date:	
Cutative Signature:	Date: 5-27-14	

Office of the Provost

NORTHERN New Mexico College



May 13, 2014

Sent Certified/Return Receipt
7013 2630 0000 3109 5497

James Biggs
10324 Apache Avenue NE
Albuquerque, NM 87112

Dear Dr. Biggs:

This letter is to inform you that the decision has been made not to offer you a new contract for the upcoming fiscal year 2014-2015.

Your current contract expires on May 19, 2014, and therefore, your last official day of employment with the College will be May 19, 2014.

We thank you for your service and wish you well in your future endeavors.

Respectfully,


Anthony Sena, Ph.D.

Provost & Vice-President for Academic Affairs
Professor, Program in Biology

cc: Ulises Ricoy, Ph.D., Chair of Biology, Chemistry and Environmental Science
Personnel File

Nicole Fresquez

From: Nicole Fresquez
Sent: Thursday, May 15, 2014 5:04 PM
To: James Biggs
Subject: RE:

Hi James,

Your request is ready.

*Nicole Fresquez
Human Resources Analyst
Northern New Mexico College
921 N Paseo de Oñate
Española, NM 87532
Phone: 505-747-5483 Fax: 505-747-5435
Email: nicole.fresquez@nnmc.edu*

From: James Biggs [<mailto:jbiggs@nnmc.edu>]
Sent: Thursday, May 15, 2014 2:35 PM
To: Nicole Fresquez
Subject:

Nicole, can you please make a copy of my personnel file? Thank you.

James

--

Dr. James Biggs
Assistant Professor Environmental Science
Agroecology and Biological Research Station
Northern New Mexico College
921 N. Paseo de Oñate
Española, N.M. 87532
(505) 747-5453

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NORTHERN
Human Resources Department

Human Resources Personnel Action Form



Form: PAF
Developed: 8/23/13
Rev: 11/5/13

Today's Date: 4/22/2014

Proposed Effective Date: 7/1/2013

Effective Date: 7/1/2013

Action Request: Employee Status: Correction Position Status: Choose an Action

Personnel Information: *Required for employee actions

*Employee Name: James Biggs	*Banner ID: 000017763	Social Security: [REDACTED]	DOB: [REDACTED] 1963	Gender: Male
Address: [REDACTED]	Phone #: [REDACTED]		Ethnicity: White Non-Hispanic	Highest Degree: PhD
Emergency Contact Name: [REDACTED]	Phone #: [REDACTED]	Address:	Relationship: Father	
If transfer Transfer from Position Number:	Transfer To Position Number :		Union Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Position Information

Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days: _____ Advertisements will be posted for a minimum of five days.	Previous Incumbent: (If applicable) Name:	Banner ID:
Hiring Chair:	Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)
Job Title: Assistant Professor - Environmental Science		Position Number: 226801
Department Name: Biology Chemistry Environmental Science		Reporting Official: Ulises Ricoy
Campus Location: <input checked="" type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		Office Phone: (505) 747-2223
Funding Source: <input type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____	Contract Term:	
Grant Program Name:	Staff: <input type="checkbox"/> 12 mos Other _____	
Grant Expiration Date:	Faculty: <input checked="" type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos	
	Student: <input type="checkbox"/> Current Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account/Grant/Program No: 11000-2268-61101-101	FTE: 1.00	Amount: \$ 50,500.00
Account/Grant/Program No:	FTE:	Amount: \$
(Must Equal Contract or Estimated Amount)		Total: \$ 50,500.00

Notes: Per United States Department of Education program officer Everado Gil, since no new course offerings were provided during Fall 2013 in the Environmental Science program, the salary for this full-time faculty member must be charged out of I&G for the time period beginning July 2013.

Compensation

Start Date: 7/1/2013	Salary Amount: \$ 50,500.00	Total Hours Authorized:
End Date: 5/19/2014	Stipends: \$	Weekly Hours Authorized:
Probation Ends: Click here to enter a date.	Other: \$	Hourly Rate: \$
	Total Contract: \$ 50,500.00	(if applicable)
		Total Estimated: \$ 0.00
Salary Range: From: \$		To: \$
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00 Percentage:
Budget Check: E. Abeyta	Job Title: Budget Analyst	Date: 4/29/2014
Completed By: Carla Montoya, Harrison Rommel	Job Title: Grants Manager, STEM Director	Phone: (505) 747-2130
		Date: 4/23/2014



NORTHERN
Human Resources Department

Human Resources Personnel Action Form



Form: PAF
Developed: 8/23/13
Rev: 01/27/14

Today's Date: 4/16/2014

Proposed Effective Date: 4/4/2013

Effective Date: 4/4/2014

Action Request: Employee Status: Stipend Position Status: Choose an Action

Personnel Information: *Required for employee actions

*Employee Name: James Biggs	*Banner ID: 000017763	Social Security: [REDACTED]	DOB: [REDACTED] 1963	Gender: Male
Address: [REDACTED]	Phone #: [REDACTED]		Ethnicity: White Non-Hispanic	Highest Degree: PhD
Emergency Contact Name: [REDACTED]	Phone #: [REDACTED]	Address:	Relationship:	
If transfer Transfer from Position Number:	Transfer To Position Number :		Union Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Position Information

Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.	Previous Incumbent: (If applicable) Name: _____	Banner ID: _____
Hiring Chair: _____	Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temp
<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input checked="" type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)
Job Title: Assistant Professor - Environmental Science		Position Number: 900091
Department Name: Biology Chemistry Environmental Science		Reporting Official: Ulises Ricoy
Campus Location: <input type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		Office Phone: (505) 747-2223
Funding Source: <input type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____	Contract Term:	
Grant Program Name: Title III NRGSCG	Staff: <input type="checkbox"/> 12 mos Other _____	
Grant Expiration Date: 9/30/2016	Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos	
Account/Grant/Program No: 41144-4201-61104-134	FTE:	Amount: \$ 125.00
Account/Grant/Program No:	FTE:	Amount: \$
(Must Equal Contract or Estimated Amount)		Total: \$ 125.00

Notes: Stipend for Faculty Professional Development Workshop - please remit as single payment on pay period ending 4/30/14

Compensation

Start Date: 4/4/2014	Salary Amount: \$	Total Hours Authorized:
End Date: 4/4/2014	Stipends: \$ 125.00	Weekly Hours Authorized:
Probation Ends: Click here to enter a date.	Other: \$	Hourly Rate: \$
	Total Contract: \$ 125.00	(if applicable)
		Total Estimated: \$ 0.00
Salary Range: From: \$		To: \$
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00 Percentage:
Budget Check: S. Lovato	Job Title: Sr. Grants Accountant	Date: 4/24/2014

Completed By: Harrison Rommel	Job Title: NRGSCSG Administrator	Phone: (505)747-5496	Date: 4/16/2014
Employee Signature: [Signature]	Date: 5/1/14		
Executive Signature: [Signature]	Date: 05/06/2014		

 NORTHERN Human Resources Department	<h1 style="margin:0;">Human Resources</h1> <h2 style="margin:0;">Personnel Action Form</h2>	Form: PAF Developed: 8/23/13 Rev: 01/27/14
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Today's Date: 4/1/2014	Proposed Effective Date: 4/1/2014	Effective Date: 4/1/2014
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Action Request: Employee Status: Change of Address	Position Status: Choose an Action
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Personnel Information: *Required for employee actions				
*Employee Name: James Biggs	*Banner ID: 000017763	Social Security: - -	DOB:	Gender: Male
Address: [REDACTED]	Phone #: [REDACTED]		Ethnicity: White Non-Hispanic	Highest Degree: PhD
Emergency Contact Name:	Phone #: () -	Address:		Relationship:
If transfer Transfer from Position Number:		Transfer To Position Number :		Union Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No

Position Information			
Ad Request: <input type="checkbox"/> Internal <input type="checkbox"/> External Number of Days _____ Advertisements will be posted for a minimum of five days.		Previous Incumbent: (if applicable) Name: _____ Banner ID: _____	
Hiring Chair: _____		Faculty: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Non Tenure Track	
<input type="checkbox"/> New Position <input type="checkbox"/> Vacant Position	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Work Study	<input type="checkbox"/> Regular <input type="checkbox"/> Temp	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Non FLSA Covered (Salaried Position)	<input type="checkbox"/> FLSA Covered (Time Sheets Required)	<input type="checkbox"/> Time Sheet Required
Job Title:		Position Number:	
Department Name:		Reporting Official:	
Campus Location: <input type="checkbox"/> Espanola <input type="checkbox"/> El Rito <input type="checkbox"/> Other		Office Phone: () -	
Funding Source: <input type="checkbox"/> I&G <input type="checkbox"/> Grant <input type="checkbox"/> Other _____		Contract Term:	
Grant Program Name:		Staff: <input type="checkbox"/> 12 mos Other _____	
Grant Expiration Date: Click here to enter a date.		Faculty: <input type="checkbox"/> 9 mos <input type="checkbox"/> 10 mos <input type="checkbox"/> 11 mos <input type="checkbox"/> 12 mos	
		Student: <input type="checkbox"/> Currently Work Study: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Account/Grant/Program No:	FTE:	Amount: \$	
Account/Grant/Program No:	FTE:	Amount: \$	
		(Must Equal Contract or Estimated Amount) Total: \$ 0.00	
Notes: James emailed me to change his address in Banner.			

Compensation			
Start Date: Click here to enter a date.	Salary Amount: \$	Total Hours Authorized: Weekly Hours Authorized: Hourly Rate: \$ (if applicable) Total Estimated: \$ 0.00	
End Date: Click here to enter a date.	Stipends: \$		
Probation Ends: Click here to enter a date.	Other: \$		
	Total Contract: \$ 0.00		
		Salary Range: From: \$ To: \$	
Current Salary: \$	Proposed Salary: \$	Salary Increase \$ 0.00	Percentage:
Budget Check:	Job Title:	Date: Click here to enter a date.	
Completed By:	Job Title:	Phone: () -	Date: Click here to enter a date.
Employee Signature:		Date:	
Executive Signature:		Date:	

Nicole Fresquez

From: James Biggs
Sent: Monday, March 31, 2014 3:05 PM
To: Nicole Fresquez
Subject: Re: change in mailing address

Thanks. Can I just email you it? If so, it is:



If you need me to come in, please let me know.

Thanks again,
James

On Mon, Mar 31, 2014 at 3:02 PM, Nicole Fresquez <nicole.fresquez@nnmc.edu> wrote:

Hi James,

I can do that for you.

Nicole Fresquez

Human Resources Analyst

Northern New Mexico College

921 N Paseo de Oate

Espanola, NM 87532

Phone: [505-747-5483](tel:505-747-5483) Fax: [505-747-5435](tel:505-747-5435)

Email: nicole.fresquez@nnmc.edu

From: James Biggs [mailto:jbiggs@nnmc.edu]
Sent: Monday, March 31, 2014 2:40 PM
To: Nicole Fresquez
Subject: change in mailing address

Nicole - I need to change my home mailing address: who do I contact to do so?

James

--

Dr. James Biggs

Assistant Professor Environmental Science

Agroecology and Biological Research Station

Northern New Mexico College

921 N. Paseo de Onate

Espanola, N.M. 87532

(505) 747-5453

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Dr. James Biggs
Assistant Professor Environmental Science
Agroecology and Biological Research Station
Northern New Mexico College



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☐ Re-hire ☐ Transfer ☐ Termination ☐ Staff ☒ Faculty ☐ Student ☒ Exempt
☐ Non-Exempt

Employee Name: James Biggs Position Number: 900091 Banner ID: 000017763
Address: _____ City: _____ State: _____ Zip: _____ Social Security: _____
Phone: _____ DOB: 63 Gender: M Ethnicity: Caucasian Highest Degree: PhD

Emergency Contact Name: _____ Emergency Contact Phone: _____

EMPLOYMENT INFORMATION

Department: El Rito Campus Grant/Program Name: _____ ☒ Regular ☐ Temporary ☐ TERM
Reporting Official: Melissa Velasquez Job Title: Research Station Stipend ☒ Full-Time ☐ Part-Time

Effective Date: <u>09/02/2013</u>	Salary Amount: _____	Hours Authorized: _____ Hourly Rate: (if applicable) _____ Total Estimated: _____
End Date: <u>05/02/2014</u>	Stipends: <u>\$2,500.00</u>	
Probation Ends: _____	Other: _____	
Range: _____ Step: _____	Total Contract: <u>\$2,500.00</u>	

BUSINESS OFFICE

Account/Grant/Program No: <u>11000-1021-61104-102</u> FTE: <u>1.00</u>	Amount: <u>\$2,500.00</u>
Account/Grant/Program No: _____ FTE: _____	Amount: _____
Account/Grant/Program No: _____ FTE: _____	Amount: _____
(Must Equal Contract or Estimated Amount)	TOTAL <u>\$2,500.00</u>

Action Reason: The faculty stipend (as approved during the Budget Hearing process) is applicable to the faculty member coordinating and directing the Research Station at El Rito Campus.

SIGNATURES

Employee Signature: _____ Date: 8/30/13
Executive Signature: _____ Date: 9/03/2013



NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION REQUEST

SECTION I

☐ New ☐ Re-hire ☐ Transfer ☐ Staff ☒ Faculty ☐ Student ☒ F/T ☐ P/T

Employee Name: James Biggs Department: El Rito Campus Job Title: Research Station
Reporting Official: Melissa Velasquez Stipend: Stipend

Banner #: 17763 Annual Salary: HOURLY RATES ONLY
Current Position #: 900091 Stipend: \$2,500.00 Hourly Rate:
Other: Hours Authorized:
Currently Work Study? ☐ Yes ☒ No TOTAL: \$2,500.00 TOTAL HOURLY FUNDS:

Notes: The faculty stipend (as approved during the Budget Hearing process) is applicable to the faculty member coordinating and directing the Research Station at El Rito Campus.

Requestor Name/ Phone: Melissa Velasquez (575)581-4145 Job Title: Director
Date: 8-20-2013

SUBMIT TO HR ELECTRONICALLY ONLY (VIA EMAIL)

SECTION II

☒ REG ☐ TEMP ☐ TERM

☒ Exempt ☐ Non-Exempt
☐ Timesheets Required

GRADE:
STEP:

NEW POSITION NR:

HR Proposed Start Date: 9-2-2013 HR Proposed End Date: 5-2-2014

HR Approval: Job Title: Date:

SECTION III

Account No: 11000-1021-61104-102 FTE %: 100% Amount: \$2,500.00

Account No: FTE %: Amount: \$

Account No: FTE %: Amount: \$

(Must Equal Contract or Estimated Amount) TOTAL \$2,500.00

Budget Approval: Evette Abeyta Job Title: Budget Analyst Date: 08-28-13

NOTE: Supervisors will be subject to disciplinary action if they allow employees to begin work before all the paperwork is fully executed. HR will contact the requestor for an actual start and end date when

NORTHERN New Mexico College



FACULTY CONTRACT - TERM POSITION

(This position is a term position that is funded by a grant at a rate greater than 50% of the total salary)

Northern New Mexico College hereby employs James Biggs
for the position of Assistant Professor / Coordinator
for the 2013-14 academic year or a portion thereof. This contract is a 9 month contract
beginning on August 12, 2013 and ending on May 19, 2014.

The base salary for this position is \$ 50,500.00 and shall be paid on a pro-rated basis through
the end of the contract, or upon cancelation as otherwise provided in this agreement.

In accordance with the Statutes of the State of New Mexico and the Regulations of the Board of Regents as set forth in the Faculty Handbook, the recipient of this contract is hereby appointed to faculty position outlined above.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Faculty Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the local, state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; (c) the grant funding associated with its salary become unavailable; and/or (d) the program in which the recipient is employed ceases.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) the Faculty Responsibilities and Duties as set forth in the current Faculty Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter. In order to make this contract binding, the faculty member must sign all required policy acknowledgments and other designated documents required by the College. If the faculty member refuses to sign required acknowledgement documents or if the faculty member in any way attempts to modify this contract form, the College will treat such actions as a rejection of the contract offer, and the College will then have the ability to offer the position to other candidates.

The Faculty Handbook may be revised during the term of this contract in accordance with the terms of the Handbook Revision Policy. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

[Signature] Faculty Signature 7/15/13 Date [Signature] President Date

Banner ID: 000017763

June 2013



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☐ Staff ☒ Faculty ☐ Student ☒ Exempt ☐ Non-Exempt

Employee Name: James Biggs Position Number: 226801 Banner ID: 000017763
Address: City: State: Zip: Social Security:
Phone: DOB: 63 Gender: M Ethnicity: Caucasian Highest Degree: PhD
Emergency Contact Name: Emergency Contact Phone:

EMPLOYMENT INFORMATION

Department: Environmental Science Grant/Program Name: ☒ Regular ☐ Temporary ☐ TERM
Reporting Official: Job Title: Assistant Professor/Coordinator ☒ Full-Time ☐ Part-Time



Effective Date: <u>8/12/13</u>	Salary Amount: <u>\$50,500.00</u>	Hours Authorized: <u> </u> Hourly Rate: (if applicable) <u> </u> Total Estimated: <u> </u>
End Date: <u>5/19/14</u>	Stipends: <u> </u>	
Probation Ends: <u> </u>	Other: <u> </u>	
Range: <u> </u> Step: <u> </u>	Total Contract: <u>\$50,500.00</u>	

BUSINESS OFFICE

Account/Grant/Program No: <u>41144-2268-61101-101</u> FTE: <u>100%</u>	Amount: <u>\$50,500.00</u>
Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
Account/Grant/Program No: <u> </u> FTE: <u> </u>	Amount: <u> </u>
(Must Equal Contract or Estimated Amount)	TOTAL <u>\$50,500.00</u>

Action Reason: 9 month faculty contract

SIGNATURES

Employee Signature  Date 7/15/13
Executive Signature  Date

Office of Human Resources

NORTHERN New Mexico College



NORTHERN NEW MEXICO COLLEGE

FACULTY NOTICE OF EMPLOYMENT 2013-2014

May 17, 2013

Dr. James Biggs
6 Makena Lane
Santa Fe, NM 87506

Dear Dr. Biggs:

I am pleased to inform you that you are hereby being re-employed as a faculty member at Northern New Mexico College (Northern) for the 2013-2014 academic year.

Please respond by return email to desirae.montoya@nnmc.edu by no later than Friday, May 24, 2013, that you are **accepting** OR **not accepting** employment with Northern for the 2013-2014 academic year. Once we receive your acceptance notification we will notify you when your 2013-2014 employment contract is available for your signature.

Thank you for your service and dedication. If you have questions, please contact me or any HR Staff at 505-747-5483.

Sincerely,

Bernie E. Padilla, SPHR
Director of Human Resources

cc: Personnel File

Desirae Montoya

From: James Biggs
Sent: Friday, May 24, 2013 9:49 PM
To: Desirae Montoya
Subject: Re: Northern New Mexico College Faculty Renewal Notification

I accept the rehire.

On Fri, May 17, 2013 at 9:40 AM, Desirae Montoya <desirae.montoya@nnmc.edu> wrote:

Please see the attached Northern New Mexico College Faculty Renewal Notification letter for the academic year 2013-2014.

Desirae Montoya

Compensation & Classification Specialist

Northern New Mexico College

Phone: 505-747-5447

Fax: 505-747-5435

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Dr. James Biggs
Director of Environmental Science
Coordinator of Green Jobs for Veterans Academy
Northern New Mexico College
921 N. Paseo de Onate
Española, N.M. 87532
(505) 747-5453

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NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530



PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

<input type="checkbox"/> New	<input type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Termination	<input type="checkbox"/> Staff	<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Name: <u>James Biggs</u>		Position Number: <u>226801</u>		Banner ID: <u>000017763</u>				
Address: <u> </u>		City: <u> </u>	State: <u> </u>	Zip: <u> </u>	Social Security: <u> </u>			
Phone: <u> </u>	DOB: <u> </u> 19 <u> </u> 63	Gender: <u>M</u>	Ethnicity: <u>C</u>	Highest Degree: <u>PHD</u>				
Emergency Contact Name: <u> </u>		Emergency Contact Phone: <u> </u>						

EMPLOYMENT INFORMATION

Department: <u>Environmental Science</u>	Grant/Program Name: <u> </u>	<input type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> TERM
Reporting Official: <u>Heather Winter</u>	Job Title: <u>Director</u>	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	

Effective Date: <u>10/25/2012</u>	Salary Amount: <u> </u>	Hours Authorized: <u> </u> Hourly Rate: (if applicable) <u> </u> Total Estimated: <u> </u>
End Date: <u>10/25/2012</u>	Stipends: <u>\$400.00</u>	
Probation Ends: <u> </u>	Other: <u> </u>	
Range: <u> </u> Step: <u> </u>	Total Contract: <u>\$400.00</u>	

BUSINESS OFFICE

Account/Grant/Program No: <u>11000-4030-61104-105B</u>	FTE: <u> </u>	Amount: <u>\$400.00</u>
Account/Grant/Program No: <u> </u>	FTE: <u> </u>	Amount: <u> </u>
Account/Grant/Program No: <u> </u>	FTE: <u> </u>	Amount: <u> </u>
(Must Equal Contract or Estimated Amount)		TOTAL <u>\$400.00</u>

Action Reason:

SIGNATURES

Employee Signature <u>James Biggs</u>	Date <u>10/25/12</u>
Executive Signature <u> </u>	Date <u>10/25/2012</u>



NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION REQUEST

SECTION I

<input type="checkbox"/> New	<input type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Staff	<input checked="" type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input checked="" type="checkbox"/> F/T	<input type="checkbox"/> P/T
Employee Name: <u>James Bigs</u>		Department: <u>Enviromental Science</u>		Job Title: <u>Director</u>			
Banner #: <u>000017763</u>		Annual Salary: <u>n/a</u>		HOURLY RATES ONLY			
Current Position #: <u>226801</u>		Stipend: <u>\$400.00</u>		Hourly Rate: <u>n/a</u>			
Other: <u>n/a</u>		TOTAL: <u>\$400.00</u>		Hours Authorized: <u>n/a</u>		TOTAL HOURLY FUNDS: <u></u>	
Currently Work Study? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							
Notes: <u>Symposium Series guest speaker, October 25, 2012, @ 6pm, in the Fine Arts Theater, Espanola Campus, "What Good is a Wildfire"</u>							
Requestor Name/ Phone: <u>Heather Winterer / #247</u>		Job Title: <u>Symposium Series</u>		Date: <u>10-22-2012</u>			
		<u>Coordinator / Full time Faculty</u>					

SUBMIT TO HR ELECTRONICALLY ONLY (VIA EMAIL)

SECTION II

<input type="checkbox"/> REG <input type="checkbox"/> TEMP <input type="checkbox"/> TERM	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	GRADE: <u></u>
NEW POSITION NR: <u></u>	<input type="checkbox"/> Timesheets Required	STEP: <u></u>
HR Proposed Start Date: <u></u> HR Proposed End Date: <u></u>		
HR Approval: <u></u> Job Title: <u></u> Date: <u></u>		

SECTION III

Account No: <u>11000-4030-61104-105B</u>	FTE %: <u>100</u>	Amount: <u>\$400.00</u>
Account No: <u></u>	FTE %: <u></u>	Amount: <u>\$</u>
Account No: <u></u>	FTE %: <u></u>	Amount: <u>\$</u>
(Must Equal Contract or Estimated Amount)		TOTAL <u>\$400.00</u>
Budget Approval: <u>CR</u> Job Title: <u>Budget Mgr</u> Date: <u>10/23/12</u>		

NOTE: Supervisors will be subject to disciplinary action if they allow employees to begin work before all the paperwork is fully executed. HR will contact the requestor for an actual start and end date when required actions have been completed. Attach the Job Description. CHANGES TO THE JOB DESCRIPTION MUST BE REVIEWED AND APPROVED IN ADVANCE BY HR to avoid delay in processing.

Revised: June 15, 2012 Previous Editions are Obsolete



NORTHERN NEW MEXICO COLLEGE

Staff Contract

Northern New Mexico College hereby employs James Biggs for the position of Assistant Professor/ Director for the 2012-2013 academic year, or portion thereof, beginning on August 1, 2012, and ending June 30, 2013, at an annual salary of \$56,002.00 to be paid in 24 installments, beginning on August 20, 2012 and a Director Stipend of \$2,100.00.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Staff Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases. Furthermore, the College may, in its sole discretion, modify your duties and/or assignments including reassigning or transferring you to another position within Northern New Mexico College.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) all staff responsibilities and duties as set forth in the current Staff Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

The Staff Handbook may be revised during the term of this contract. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

All new employees shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probation staff member is "at-will" and such employment may be terminated by the President for any reason or for no reason at all.

If accepted, this contract must be signed and received in the Office of Human Resources no later than August 27, 2012. Failure to comply with this requirement may result in being null and void.

Neg. Banta
President

James Biggs
Staff Signature
10/11/12
Date



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Onate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530



PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination

☐ Staff ☒ Faculty

☐ Student

☒ Exempt

☐ Non-Exempt

Employee Name: James Biggs

Position Number: 226801

Banner ID: 000017763

Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip: [REDACTED]

Social
Security: [REDACTED]

Phone: [REDACTED]

DOB: [REDACTED] 19
63

Gender: M

Ethnicity: C

Highest Degree: PHD

Emergency Contact Name: [REDACTED]

Emergency Contact Phone: [REDACTED]

EMPLOYMENT INFORMATION

Department: Bio/Chem/ES

Reporting Official: Dr. Ulises Ricoy

Grant/Program Name: [REDACTED]

Job Title: Assistant Professor & Director

☐ Regular ☐ Temporary ☐ TERM

☒ Full-Time ☐ Part-Time

Effective Date: 08/01/2012

End Date: 06/30/2013

Probation Ends: [REDACTED]

Range: [REDACTED] Step: [REDACTED]

Salary Amount: [REDACTED]

Stipends: [REDACTED]

Other: [REDACTED]

Total Contract: [REDACTED]

Hours
Authorized: [REDACTED]

Hourly Rate: (if applicable) [REDACTED]

Total Estimated: [REDACTED]

BUSINESS OFFICE

Account/Grant/Program No: 11000-2268-61101-101 FTE: 100%

Amount: \$56,002.00

Account/Grant/Program No: 11000-2268-61104-101 FTE: [REDACTED]

Amount: \$2,100.00

Account/Grant/Program No: [REDACTED] FTE: [REDACTED]

Amount: [REDACTED]

(Must Equal Contract or Estimated Amount)

TOTAL \$58,102.00

Action Reason: This PAR reflects correction for an 11 month PHD Faculty salary.

SIGNATURES

Employee Signature

[Signature]

Date 10/11/12

Executive Signature

[Signature]

Date 10/12/2012



NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION REQUEST

SECTION I

<input type="checkbox"/> New	<input checked="" type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Staff	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	<input checked="" type="checkbox"/> F/T	<input type="checkbox"/> P/T
Employee Name: <u>James Biggs</u>		Department: <u>BIOL/CHEM/ES</u>		Job Title: <u>Asst Prof & Dir of ES</u>			
Reporting Official: <u>Dr. Ulises Ricoy</u>							
Banner #: <u>17763</u>	Annual Salary: <u>\$56,002</u>	HOURLY RATES ONLY					
Current Position #: <u>226801</u>	Stipend: <u>\$ 2,100</u>	Hourly Rate: <u>na</u>					
	Other: _____	Hours Authorized: <u>na</u>					
Currently Work Study?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TOTAL: <u>\$58,102</u>	TOTAL HOURLY FUNDS: _____				
Notes: <u>This PAR will effects official correction for an 11-month PhD faculty salary.</u>							
Requestor Name/ Phone: <u>Dr. Ulises Ricoy</u>		Job Title: <u>Dept Chair</u>					
Date: <u>07/01/12</u>							

SUBMIT TO HR ELECTRONICALLY ONLY (VIA EMAIL)

SECTION II

<input checked="" type="checkbox"/> REG <input type="checkbox"/> TEMP <input type="checkbox"/> TERM	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	GRADE: _____
NEW POSITION NR: _____	<input type="checkbox"/> Timesheets Required	STEP: _____
HR Proposed Start Date: <u>7/01/2012</u>	HR Proposed End Date: <u>6/30/2013</u>	Date: _____
HR Approval: _____	Job Title: _____	

SECTION III

Account No: <u>11000-2268-61101-101</u>	FTE %: <u>100</u>	Amount: <u>\$56,002</u>
Account No: <u>11000-2268-61104-101</u>	FTE %: _____	Amount: <u>\$ 2,100</u>
Account No: _____	FTE %: _____	Amount: <u>\$ _____</u>
(Must Equal Contract or Estimated Amount)		TOTAL <u>\$58,102</u>
Budget Approval: <u>CR</u>	Job Title: <u>Budget Mgr</u>	Date: <u>10-3-12</u>

NOTE: Supervisors will be subject to disciplinary action if they allow employees to begin work before all the paperwork is fully executed. HR will contact the requestor for an actual start and end date when required actions have been completed. Attach the Job Description. CHANGES TO THE JOB DESCRIPTION MUST BE REVIEWED AND APPROVED IN ADVANCE BY HR to avoid delay in processing.

Revised: June 15, 2012 Previous Editions are Obsolete



NORTHERN NEW MEXICO COLLEGE
Faculty Contract

Northern New Mexico College hereby employs James Biggs for the position of Director/Instructor for the 2012-2013 academic year, or portion thereof, beginning on 8/1/2012 and ending 6/30/2013 at an annual salary of \$ 56002 to be paid in 24 installments, beginning on August 20, 2012 and a Director Stipend of \$2100

In accordance with the Statutes of the State of New Mexico and the Regulations of the Board of Regents as set forth in the Faculty Handbook, the recipient of this contract is hereby appointed to faculty position outlined above.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Faculty Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) the Faculty Responsibilities and Duties as set forth in the current Faculty Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

The Faculty Handbook may be revised during the term of this contract in accordance with the terms of the Handbook Revision Policy. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

If accepted, this contract must be signed and received in the Office of Human Resources no later than July 1, 2012. Failure to comply with this requirement will result in the automatic termination of this offer.

Nay Bonello

President

7/12/12

Date

James Biggs

Faculty Signature

6/27/12

Date

PAR for ABSD.
Salary to 11/6/12
inc due to -??

6/12 we moved his assignment
to 11 mo.  already 11 mo last yr

54692-

11763

(43200 Grant stipend handled last yr)

NORTHERN NEW MEXICO COLLEGE
Faculty Contract

Assistant Professor / Director

Northern New Mexico College hereby employs James Biggs for the position of Director/Instructor for the 2012-2013 academic year, or portion thereof, beginning on 8/1/2012 and ending 6/30/2013 at an annual salary of \$ 56002 to be paid in 24 installments, beginning on August 20, 2012 and a Director Stipend of \$2100

In accordance with the Statutes of the State of New Mexico and the Regulations of the Board of Regents as set forth in the Faculty Handbook, the recipient of this contract is hereby appointed to faculty position outlined above.

This agreement cancels all other existing agreements for the period and services covered, and acceptance of this contract is indicated by the signature of the recipient. This contract may be cancelled by the Board of Regents for cause as outlined in the current Faculty Handbook. In addition, this contract may be cancelled if (a) a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government; (b) there is a reduction in personnel as required as a result of decreased enrollment or other revision of educational programs; and/or (c) the program in which the recipient is employed ceases.

This contract requires the recipient to adhere to (a) the duties defined in the approved job description; (b) the Faculty Responsibilities and Duties as set forth in the current Faculty Handbook; and (c) all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

The Faculty Handbook may be revised during the term of this contract in accordance with the terms of the Handbook Revision Policy. If the Handbook is so revised, this contract is automatically amended to include all changes made in said revision, effective the date of the revision.

I understand that no other communication by any representative of the College may in any way modify this contract, either expressly or impliedly.

If accepted, this contract must be signed and received in the Office of Human Resources no later than July 1, 2012. Failure to comply with this requirement will result in the automatic termination of this offer.

Nay Bonello

President

7/12/12

Date

James Biggs

Faculty Signature

6/27/12

Date



James Biggs

Ulises Ricoy <uricoy@nnmc.edu>

Wed, Aug 15, 2012 at 4:55 PM

To: HR PAR <PAR@nnmc.edu>, James Biggs <jbiggs@nnmc.edu>

Hello,

Attached is James Biggs' PAR. I filled out as much as I could but there are still some slots that need to be filled.

Ulises

—
Ulises Ricoy, Ph.D.
Assistant Professor of Biology
Chair of Biology and Chemistry
Northern New Mexico College
921 North Paseo de Oñate
Española, NM 87532
Telephone: (505) 747-2223
Fax: (505) 747-5427

 **PAR Form James Biggs.doc**
78K

James Biggs <jbiggs@nnmc.edu>

Thu, Aug 16, 2012 at 9:52 AM

To: Ulises Ricoy <uricoy@nnmc.edu>

Cc: HR PAR <PAR@nnmc.edu>

Ulises — Why is a PAR being filled out for me? I signed my contract some time ago and unless everything was incorrect, we should not be going through this again. If we are, I need to see the exact amounts of pay including base salary, director stipend, etc. Please clarify.

Thanks,
James

[Quoted text hidden]

—
Dr. James Biggs
Director of Environmental Science
Coordinator of Green Jobs for Veterans Academy
Northern New Mexico College
921 N. Paseo de Oñate
Española, N.M. 87532
(505) 747-5453

11000-2268-61101-101



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530



PERSONNEL ACTION NOTICE

Banner / Shop

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☐ Staff ☒ Faculty ☒ Exempt ☐ Non-Exempt

Employee Name: Biggs, James Position Number: 226345 Banner ID: 17763
Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED]
Phone: [REDACTED] DOB: [REDACTED] 63 Gender: M Ethnicity: Cauc Highest Degree: PhD

Emergency Contact Name: [REDACTED] Emergency Contact Phone: [REDACTED]

EMPLOYMENT INFORMATION

Department: Environment Grant/Program Name: STEM Job Title: Student Mentor
Effective Date: 1-17-12 Salary Amount: \$1000 ☐ Full-Time ☐ Part-Time
End Date: 5-12-12 Stipends: _____ Hours Authorized: _____
Probation Ends: _____ Other: _____ Hourly Rate: (if applicable) _____
Range: _____ Step: E Total Contract: \$1000 Total Estimated: \$1000

BUSINESS OFFICE

Account/Grant/Program No: 41176-2263-61103-101 Amount: \$1000
Account/Grant/Program No: _____ Amount: _____
Account/Grant/Program No: _____ Amount: _____
(Must Equal Contract or Estimated Amount) TOTAL \$1000

Notes: _____

SIGNATURES

Employee Signature *James Biggs* Date 1/25/12
Executive Signature *[Signature]* Date 1-26-2012



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530



PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☐ Staff ☒ Faculty ☒ Exempt ☐ Non-Exempt

Employee Name: Biggs, James Position Number: 226801 Banner ID: 17763
Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED]
Phone: [REDACTED] DOB: [REDACTED] 63 Gender: M Ethnicity: Cauc Highest Degree: PhD

Emergency Contact Name: _____ Emergency Contact Phone: _____

EMPLOYMENT INFORMATION

Department: Environmental Science Grant/Program Name: NSF Aspire Job Title: Student Mentor

Effective Date: <u>8-29-11</u>	Salary Amount: _____	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
End Date: <u>12-16-11</u>	Stipends: <u>\$1,000</u>	Hours Authorized: _____
Probation Ends: _____	Other: _____	Hourly Rate: (if applicable) _____
Range: _____ Step: _____	Total Contract: <u>\$1,000</u>	Total Estimated: _____

BUSINESS OFFICE

Account/Grant/Program No: <u>41176 2263 61101 101</u>	Amount: <u>\$1,000</u>
Account/Grant/Program No: _____	Amount: _____
Account/Grant/Program No: _____	Amount: _____
(Must Equal Contract or Estimated Amount)	TOTAL <u>\$1,000</u>

Notes: _____

SIGNATURES

Employee Signature <u>[Signature]</u>	Date <u>9/1/11</u>
Executive Signature <u>[Signature]</u>	Date <u>9/1/2011</u>



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☐ Staff ☒ Faculty ☒ Exempt ☐ Non-Exempt

Employee Name: Biggs, James Position Number: 226801 Banner ID: 17763
Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED]
Phone: [REDACTED] DOB: [REDACTED] 63 Gender: M Ethnicity: Cauc Highest Degree: PhD

Emergency Contact Name: _____ Emergency Contact Phone: _____

EMPLOYMENT INFORMATION

Department: Environmental Science Grant/Program Name: Title V/AVANCE Job Title: Faculty

Effective Date: <u>7-31-11</u>	Salary Amount: _____	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
End Date: <u>8-5-11</u>	Stipends: <u>\$1,200</u>	Hours Authorized: _____
Probation Ends: _____	Other: _____	Hourly Rate: (if applicable) _____
Range: _____ Step: _____	Total Contract: <u>\$1,200</u>	Total Estimated: _____

BUSINESS OFFICE

Account/Grant/Program No: <u>41142 25111 62225 117</u>	Amount: <u>\$1,200</u>
Account/Grant/Program No: _____	Amount: _____
Account/Grant/Program No: _____	Amount: _____
(Must Equal Contract or Estimated Amount)	TOTAL <u>\$1,200</u>

Notes: _____

SIGNATURES

Employee Signature <u>[Signature]</u>	Date <u>9/1/11</u>
Executive Signature <u>[Signature]</u>	Date <u>9/1/2011</u>



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Onate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE							
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Re-hire	<input type="checkbox"/> Transfer	<input type="checkbox"/> Termination	<input type="checkbox"/> Staff	<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Name: <u>Biggs, James</u>		Position Number: <u>226801</u>		Banner ID: <u>17763</u>			
Address: [REDACTED]		City: [REDACTED]	State: [REDACTED]	Zip: [REDACTED]	Social Security: [REDACTED]		
Phone: [REDACTED]	DOB: [REDACTED] <u>63</u>	Gender: <u>M</u>	Ethnicity: <u>Cauc</u>	Highest Degree: <u>PhD</u>			
Emergency Contact Name: _____				Emergency Contact Phone: _____			
EMPLOYMENT INFORMATION							
Department: <u>Math & Science</u>		Grant/Program Name: _____		Job Title: <u>Faculty/Director of Environmental Science</u>			
Effective Date: <u>8-1-11</u>	Salary Amount: <u>\$54,692</u>	<input checked="" type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time			
End Date: <u>6-30-12</u>	Stipends: <u>\$2,100</u>	Hours Authorized: _____					
Probation Ends: _____	Other: <u>\$3,230</u>	Hourly Rate: (if applicable) _____					
Range: _____ Step: <u>E</u>	Total Contract: <u>\$60,022</u>	Total Estimated: _____					
BUSINESS OFFICE							
Account/Grant/Program No: <u>11000 2268 61101 101</u>		Amount: <u>\$54,692</u>					
Account/Grant/Program No: <u>11000 2268 61104 101</u>		Amount: <u>\$2,100</u>					
Account/Grant/Program No: <u>41441 2268 61104 101</u>		Amount: <u>\$3,230</u>					
(Must Equal Contract or Estimated Amount)		TOTAL		<u>\$60,022</u>			
Notes: <u>11-month contract</u>				OR 8/11/11			
SIGNATURES							
Employee Signature <u>[Signature]</u>		Date <u>8/16/11</u>					
Executive Signature _____		Date _____					

FACULTY:

In accordance with the Statutes of the State of New Mexico and the Regulations of the Board of Regents as set forth in the Faculty Handbook, the bearer of this contract is hereby appointed to faculty position outlined on the reverse side of this form.

This agreement cancels all other existing agreements for the period and services covered and acceptance of this contract is indicated by the signature of the bearer. This contract may be cancelled by the Board of Regents for cause not personal to the instructor, such as:

- a. Lack of funding by virtue of insufficient legislative appropriation or other authorization made by the state or federal government.
- b. Reduction in personnel required as a result of decreased enrollment or other revision of educational programs, but this action will be undertaken only by action described in the Faculty Handbook.

Faculty Signature:  Printed Name: James Biggs Date: 8/10/11



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

copy

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☒ Re-hire ☐ Transfer ☐ Termination ☐ Staff ☒ Faculty ☒ Exempt ☐ Non-Exempt

Employee Name: Biggs, James Position Number: 272249 Banner ID: 17763
Address: City: State: Zip: Social Security:
Phone: DOB: 63 Gender: M Ethnicity: Cau Highest Degree: PhD

Emergency Contact Name: Emergency Contact Phone:

EMPLOYMENT INFORMATION



Department: Environmental Science Grant/Program Name: Job Title: ASPIRE Instructor
Effective Date: 6-6-11 Salary Amount: ☒ Full-Time ☐ Part-Time
End Date: 7-1-11 Stipends: \$1,000 Hours Authorized:
Probation Ends: Other: Hourly Rate: (if applicable)
Range: Step: Total Contract: \$1,000 Total Estimated:

BUSINESS OFFICE

Account/Grant/Program No: 41176-2263-61104-103 Amount: \$1,000
Account/Grant/Program No: Amount:
Account/Grant/Program No: Amount:
(Must Equal Contract or Estimated Amount) TOTAL \$1,000

Notes:

SIGNATURES

Employee Signature  Date 6/6/11
Executive Signature  Date 06-07-2011



NORTHERN NEW MEXICO COLLEGE

FACULTY NOTICE OF EMPLOYMENT

2011-2012

To: Dr. James Biggs

I am pleased to inform you that, by action of the Board of Regents on April 19, 2011 you are hereby re-employed as an Assistant Professor at Northern New Mexico College for the 2011-2012 academic year.

Your 2011-2012 contract will be available for your signature in mid-August.

Please sign this notice of employment indicating acceptance or rejection of this offer of employment and return to the Human Resources Office at the Espanola campus by no later than May 13, 2011.

Signature Nancy Barcelo
Nancy "Rusty" Barcelo, President

Date 5/4/11

I accept A, do not accept ___ employment with Northern New Mexico College for the 2011-2012 academic year.

Faculty Signature James Biggs

Date 5/5/11



NORTHERN NEW MEXICO COLLEGE

921 Paseo de Oñate
Española, NM 87532

P.O. Box 160
El Rito, NM 87530

PERSONNEL ACTION NOTICE

EMPLOYEE PROFILE

☐ New ☐ Re-hire ☒ Transfer ☐ Termination ☐ Staff ☒ Faculty ☒ Exempt ☐ Non-Exempt

Employee Name: Biggs, James Position Number: 226801 Banner ID: 000017763

Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED] Social Security: [REDACTED]

Phone: [REDACTED] DOB: [REDACTED] 63 Gender: m Ethnicity: w Highest Degree: Ph.D.

Emergency Contact Name: Emergency Contact Phone

EMPLOYMENT INFORMATION

Department: Math & Science Grant/Program Name: Environmental Science Job Title: Faculty/Director of Environmental Science

Effective Date: 1-1-2011 Salary Amount: \$54,692 ☒ Full-Time ☐ Part-Time

End Date: 6-30-2011 Stipends: \$ 2,100 Hours Authorized:

Probation Ends: 6-1-2011 Other: \$ 3,230 Hourly Rate: (if applicable)

Range: Step: E Total Contract: \$60,022.00 Total Estimated:

BUSINESS OFFICE

Account/Grant/Program No: 11000-2268-61301-101 Amount: \$54,692.00

Account/Grant/Program No: 11000-2268-61301-101 Amount: \$ 2,100.00

Account/Grant/Program No: 41441-2268-61302-101 Amount: \$ 3,230.00

(Must Equal Contract or Estimated Amount) TOTAL \$60,022.00

Budget: ☒ Approved ☐ Disapproved Date

Grant: (If applicable) ☐ Approved ☐ Disapproved Date

Notes:

APPROVAL

Human Resources: ☒ Approved ☐ Disapproved Date

SIGNATURES

Employee Signature [Signature] Date 01/14/11

Director/Chair Signature [Signature] Date

Executive Signature [Signature] Date 01-13-11

NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION FORM



FACULTY



STAFF

TYPE OF ACTION: ☐ New Employee (W-4, I-9, PERA/ERA FORMS REQUIRED)
☐ Termination ☒ Re-employment ☐ Transfer

EMPLOYEE DATA

Banner ID 000017763

Name: Biggs (Last) James (First) R. (I.) Soc. Sec. No.: [REDACTED]
Address: [REDACTED] (Street or P.O. Box) [REDACTED] (City) [REDACTED] (State) [REDACTED] (Zip)
[REDACTED] (Home Telephone No.) PhD (Highest Deg.) [REDACTED] 63 (Date of Birth) M (Sex) Caucasian (Eth.)

EMPLOYMENT INFORMATION

Position No. 226842

Dept. or Program: Environmental Science

Title or Position: Veteran's Green Jobs Coordinator TEMP

Range Step

Contract Amt.: \$18,000 or Hrly. Rate \$

Effective Date: 7/1/2010

Prob. Per. Ends 10/19/2010

1500⁰⁰

Temp. Empl. Ending Date: 12/31/2010

Hours Authorized (Week)

Funding Source ☐ Hard ☒ Soft

Account No. 41332-2268-61301-101

Budget Check

EPT 7/13/10

Note: Budget Check Required Before Approval.

EMPLOYEE STATUS CHANGE

From Dept./Prog.:

Title/Position:

Range:

Step:

To Dept./Prog.:

Title/Position:

Range:

Step:

Comments:

TERMINATION INFORMATION

Termination Effective Date

Comments:

APPROVALS

Camilla [Signature] 7/9/2010 (Date) [Signature] (Provost) 9/21/10 (Date)
[Signature] 7/6/10 (Date) [Signature] (President) (Date)



AUG 25 2010 4:05

NORTHERN NEW MEXICO COLLEGE
LETTER OF APPOINTMENT

NAME: JAMES BIGGS

ID: 000017763

ADDRESS: [REDACTED]

DOB: [REDACTED] 1963

ETHNICITY: CAUCASIAN

HOME TELEPHONE NUMBER: [REDACTED]

WORK TELEPHONE NUMBER: (505) 747-5453

E-MAIL ADDRESS: JBIGGS@NNMC.EDU

ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER INSTITUTION? NO

RETIRED FROM NEW MEXICO ERA? NO

COURSE / SECTION	COURSE TITLE	LAB / THEORY	CREDIT HRS.	S / CREDIT HR.	SUB-TOTAL
(10834) ES 112 201	Intro Environmental Science	T	3	\$690.00	\$2,070.00
(10835) ES 112L 201	Intro Environmental Science Lab	L	1	\$1,035.00	\$1,035.00
	Web Delivery		3	\$150.00	\$450.00
(12044) ES 237 201	Wildlife Management Principles	T	3	\$690.00	\$2,070.00
(11696) ES 318 201	Silviculture	T	3	\$690.00	\$2,070.00
(12046) ES 414 201	Wildland Fire Management	T	3	\$690.00	\$2,070.00
SUB-TOTAL			6	\$3,945.00	\$9,765.00
Additional Comp for over 20 Students=25 Total Enrollment (Total x 1.25%)=\$122.55				TOTAL	\$9,887.55

THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLASS JB (EMPLOYEE INITIALS)ACCOUNT NUMBER: 11000-~~2268~~^{OK}-61103-101

DEPARTMENT: MATH & SCIENCE

TOTAL AMOUNT COMPENSATED: \$

1,235.94

START DATE: 08/23/2010

ENDING DATE: 02/12/2010

APPROVAL BY BUSINESS OFFICE:

CR 8/25/10

12/12/10

SIGNATURES

EMPLOYEE

CHAIR

PROVOST

PRESIDENT

DATE

DATE

DATE

DATE

Revised: 02/15/08 mav



NORTHERN NEW MEXICO COLLEGE
Staff Contract

Northern New Mexico College hereby employs James Biggs for the position of
Veteran's Green Jobs Coordinator TEMP for the fiscal year, or portion thereof, beginning
on July 1, 2010 and ending December 31, 2010 at an annual salary of \$18,000 to be paid
in 12 installments, beginning on July 20, 2010.

This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

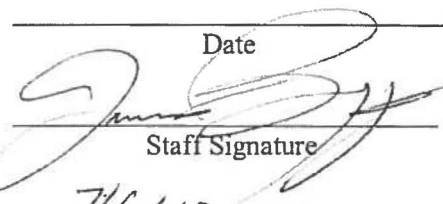
If accepted this contract must be signed and received in the Office of Human Resources within 15 days of the date of signature of the President. Failure to comply with this requirement will result in the automatic termination of this offer.

All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

OTHER CONDITIONS



President

Date


Staff Signature
7/6/10

Date



NORTHERN NEW MEXICO COLLEGE
Staff Contract

Northern New Mexico College hereby employs James Biggs for the position of

Veteran's Green Jobs Coordinator TEMP for the fiscal year, or portion thereof, beginning

on April 19, 2010

and ending June 30, 2010 at an annual salary of \$13,340.00 to be paid in 4 installments,

beginning on May 5, 2010.

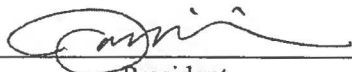
This contract requires adherence to the duties defined in the approved job description, and to all Board of Regents and institutional policies, procedures and administrative directives, in effect or adopted hereafter.

Termination of this contract by the College will be in accordance with the regulations and policies of the approved Staff Handbook. This contract may also be cancelled if a condition exists in which Northern New Mexico College suffers insufficient funding by lack of sufficient appropriation of funds by either the state or federal government. Contract may also be cancelled upon ceasing of the program in which the bearer is employed, or, for causes outlined in the Staff Handbook.

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All new employees, except for temporaries hired into a permanent position shall serve a probationary period for the initial six (6) months after initial employment. During or at the end of the probationary period or any extension thereof, the employment of a probationary staff member is "at-will" and such employment may be terminated by the President for any reason that he or she deems sufficient. (Refer to Part IV(B)(1) and (C)(1)(II) of the Staff Handbook.)

OTHER CONDITIONS



President

5/4/10

Date

Staff Signature

Date

NORTHERN NEW MEXICO COLLEGE

PERSONNEL ACTION FORM

☐ FACULTY☒ STAFF

TYPE OF ACTION: ☐ New Employee (W-4, I-9, PERA/ERA FORMS REQUIRED)
☐ Termination ☒ Re-employment ☐ Transfer

EMPLOYEE DATA

Name: Biggs (Last) James (First) R. (I.) Soc. Sec. No.: [REDACTED]
Address: [REDACTED] (Street or P.O. Box) [REDACTED] (City) [REDACTED] (State) [REDACTED] (Zip)
[REDACTED] (Home Telephone No.) PhD (Highest Deg.) [REDACTED] 63 (Date of Birth) M (Sex) Caucasian (Eth.)

EMPLOYMENT INFORMATION

Dept. or Program: Environmental Science Title or Position: Veteran's Green Jobs Coordinator TEMP
Range Step Contract Amt.: \$13,340.00 or Hrly. Rate \$
Effective Date: 4/19/2010 Prob. Per. Ends 10/19/2010
Temp. Empl. Ending Date: 6/30/2010 Hours Authorized (Week) 17 1/2
Funding Source ☐ Hard ☒ Soft Account No. 41332-4201-61501-170
Budget Check Sep 5/3 Note: Budget Check Required Before Approval.

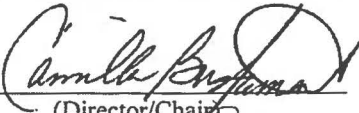
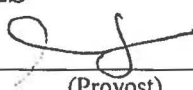
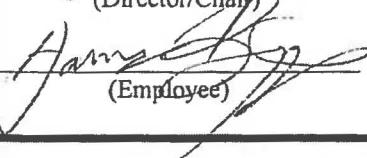
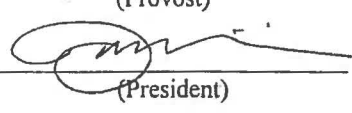
EMPLOYEE STATUS CHANGE

From Dept./Prog.: Title/Position: Range: Step:
To Dept./Prog.: Title/Position: Range: Step:
Comments: _____

TERMINATION INFORMATION

Termination Effective Date: _____ Comments: _____

APPROVALS

 4/30/2010  4-30-10
(Director/Chair) (Date) (Provost) (Date)
 5/24/10  5/4/10
(Employee) (Date) (President) (Date)



JAN 22 2010 PM 4:41

NORTHERN NEW MEXICO COLLEGE
LETTER OF APPOINTMENT

NAME: JAMES BIGGS

SSN: 585-27-1066

ADDRESS

DOB: 1963

ETHNICITY: CAUCASIAN

HOME TELEPHONE NUMBER

WORK TELEPHONE NUMBER: SAME

E-MAIL ADDRESS: JRBIGGS@NEWMEXICO.COM

DEGREE(S): PHD

ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER INSTITUTION? YES NO

RETIRED FROM NEW MEXICO ERA? YES NO

COURSE / SECTION	COURSE TITLE	LAB / THEORY	CREDIT HRS.	\$ / CREDIT HR.	SUB-TOTAL
ES 310-101 (11695)	Mensuration and Biometrics	T	3	\$690.00	\$2,070.00
(22353)317(201)	Rangeland Management	T	3	\$690.00	\$2,070.00
(22354)404(201)	Forest Health, Resto, Management	T	3	\$690.00	\$2,070.00
TOTAL				\$2,070.00	\$4,140.00

THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLASS JB (EMPLOYEE INITIALS)

ACCOUNT NUMBER: 11000-2268-61103-101

DEPARTMENT: ES

TOTAL AMOUNT COMPENSATED: \$4,140.00

START DATE: 01/19/10

ENDING DATE: 05/16/10

APPROVAL BY BUSINESS OFFICE:

CR 1/22/10

SIGNATURES

EMPLOYEE

James Biggs

DATE

CHAIR

Camille Bustamante

DATE

1/15/10

PROVOST

[Signature]

DATE

1-21-10

PRESIDENT

[Signature]

DATE

1/27/10

Revised: 02/15/08 mav



NORTHERN NEW MEXICO COLLEGE
LETTER OF APPOINTMENT



NAME: JAMES BIGGS

SSN: 585-27-1066

ADDRESS: [REDACTED]

SEP 11 2009 PM 3:16

DOB: [REDACTED] 1963

ETHNICITY: CAUCASIAN

HOME TELEPHONE NUMBER: [REDACTED]

WORK TELEPHONE NUMBER: SAME

E-MAIL ADDRESS: JRBIGGS@NEWMEXICO.COM

DEGREE(S): PHD

ARE YOU CURRENTLY CONTRIBUTING TO ERA OR AT ANOTHER INSTITUTION? YES

NO

RETIRED FROM NEW MEXICO ERA? YES

NO

COURSE / SECTION	COURSE TITLE	LAB / THEORY	CREDIT HRS.	S / CREDIT HR.	SUB-TOTAL
ES 310-101 (11695)	Mensuration and Biometrics	T	3	\$690.00	\$2,070.00
ES 318-201 (11696)	Silviculture	T	3	\$690.00	\$2,070.00
TOTAL				\$1,380.00	\$4,140.00

THIS CONTRACT IS CONTINGENT UPON FULL ENROLLMENT IN EACH CLASS

(EMPLOYEE INITIALS) *B*

ACCOUNT NUMBER: 11000-2268-61103-101

DEPARTMENT: ES

TOTAL AMOUNT COMPENSATED: \$4,140.00

START DATE: 08/24/09

ENDING DATE: 12/20/09

APPROVAL BY BUSINESS OFFICE:

Removal 9-12-2009

SIGNATURES

EMPLOYEE

CHAIR

PROVOST

PRESIDENT

DATE

DATE

DATE

DATE

09/10/09
9/14/09

JAMES R. BIGGS

Home
Cell

Email: jrbiggs@newmexico.com

CURRICULUM VITAE

EDUCATION

New Mexico State University, Las Cruces, N.M.

Doctor of Philosophy (Ph.D.) in Range Science (2007)

Dissertation Topic: Patch use dynamics of Rocky Mountain Elk following the Cerro Grande Fire

Advisors: Dr. Jerry Holechek and Dr. Raul Valdez

New Mexico State University, Las Cruces, N.M.

Master of Science (M.S.) in Wildlife Science, (1988)

Thesis Topic: Re-introduction of the Mexican Wolf into New Mexico: An attitude survey.

New Mexico State University, Las Cruces, N.M.

Bachelor of Science (B.S.) in Wildlife Science, Range Science option, Biology minor, Option in Range Science, Minor in Biology (1986)

EMPLOYMENT HISTORY

Work Experience

Technical Staff Member 1991-2008; Guest Scientist 2008

Los Alamos National Laboratory, Los Alamos, New Mexico

- Assisted in wildlife-related research and monitoring projects on federal properties, primarily related to large herbivores and predators. Included development of natural resource management plans; design and implementation of sampling and monitoring approaches for wildlife and vegetation; collection, analyses, and interpretation of wildlife distribution, population, movement, and resource use data; and compilation of regional large herbivore and predator data collected by federal agencies.
- Project leader and liaison on multi-jurisdictional natural resource management-related projects involving Native American pueblos, US Forest Service, US Park Service, NM Environment Dept., NM Game and Fish Dept., Valles Caldera National Preserve, and universities; also acted in supervisory capacity in field related activities.

- Participated on regional committee developing long-term management goals and strategies for the management of natural resources in Jemez Mountains; committee membership included representatives from federal and state agencies, Native American pueblos, environmental and sportsmen's organizations, private landowners, cattle growers, and area business owners.
- Designed and implemented studies related to natural resources including wildlife, vegetation, sensitive habitats; collected, analyzed, and interpreted data on population trends, food habits, and resource use for application in short and long term management programs; prepared written reports and manuscripts for submission to peer-reviewed journals.
- Project coordinator for development and implementation of LANL wildlife management plan with emphasis on species of cultural, social, and economic significance. Interacted with state and federal agencies and Pueblo's to identify species of concern.
- Developed sampling designs and performed data collection activities for monitoring radionuclide uptake by biota at waste disposal sites; prepared written reports to be included in public information documents.
- Assisted in preparation of federal grant proposals and Laboratory proposals, including budget analyses.
- Project leader for long-term research study associated with blood-borne pathogens funded by the National Institute of Health; project leader for Laboratory funded research study to evaluate use of advanced wildlife radio telemetry systems; project leader for wildlife genetics research effort.
- Member of the Environmental Management System core team. Assisted in development of EMS tools used in support of the Laboratory's EMS, including the EMS database, Toolkit, website, educational materials, presentations, etc. Assisted in deploying and managing the EMS database with specific Directorate points-of-contact and worked with POCs on their action plan close-outs and development of new action plans. Developed EMS Environmental Awareness Training course in coordination with LANL training specialists. Assisted in development of internal EMS audit system in cooperation with Contract Assurance Office. Developed procedure for identification of environmental aspects and impacts of LANL operations.
- Acted as liaison between Sandia N.L. and Los Alamos N.L. in the development of biological resource evaluations for SNL; assisted SNL in development of program proposals for long-term biological monitoring program.
- Prepared multiple biological assessments and reports for proposed LANL projects (gaslines, facilities, roads, etc.). Included performing field work and impact analyses to biological resources
- Presented research/monitoring study results at national, regional, and local peer conferences. Prepared and presented monitoring results of contaminants and wildlife studies to public scoping

meetings, area Native American pueblos, conservation groups, and educational facilities (i.e., Universities, high schools, elementary schools).

Biologist 1989 to 1991

Chambers Group Inc., Albuquerque, New Mexico

- Conducted biological field investigations for proposed projects to identify flora, fauna, and sensitive habitat and evaluate impacts and develop proper mitigation. Designed and conducted surveys for state and federally listed Threatened, Endangered, and Sensitive flora and fauna. Prepared biological assessments.
- Assessed ecological impacts to riparian zones from stream flow alterations and developed habitat restoration and revegetation plans along federally controlled waterways.
- Collected vegetation data on species composition, herbaceous measurements, and canopy cover and developed species habitat and vegetation community maps.

Biologist 1988 to 1990 (part-time)

New Mexico State University/Navajo Tribal Utility Authority, Fort Defiance, Arizona

- Conducted surveys for Threatened, Endangered, and Sensitive flora and fauna potentially occurring along proposed power line routes. Evaluated overall habitat for value to existing flora and fauna and prepare written documentation for tribal authorities.

Academic/Teaching Experience

Undergraduate student project leader

Student: Eric Quinta,

Project Title: The Evaluation of techniques for the collection and use of scat and hair for noninvasive genetic analysis of free-ranging carnivores (2001-2002)

Participated on M.S. graduate student committee, Department of Animal and Range Sciences, New Mexico State University (2003)

Student: Leonard Sandoval

Thesis topic: A comparison of elk and mule deer diets at the Los Alamos National Laboratory, north-central New Mexico

Project leader for M.S. graduate student, Biology Department, New Mexico State University (2003)

Student: Heather Alexander

Dissertation topic: Black bear ecology following wildfire

Participated on Ph.D. graduate student committee, Department of Range, Wildlife, and Fisheries Management, Texas Tech University (2005)

Student: Susan Rupp

Dissertation topic: Ecological impacts of the Cerro Grande Fire: predicting elk movement and distribution through simulation modeling

Los Alamos National Laboratory – taught class on hantavirus and plague (12 classes from 1995-1997)

Los Alamos National Laboratory – taught wildlife ecology class (35-40 classes with 1000-1200 participants from 1996-2006)

Teaching Assistant for ornithology laboratory, Department of Fisheries and Wildlife Science, New Mexico State University (1988)

Research and Project Management Experience

Project Leader: Small mammal contaminant studies on the Los Alamos National Laboratory (~43 sq miles). Project duration was 5 years (1991-1995) and included 4-8 personnel. Included baseline population studies, impact analyses, species distribution and composition evaluations, and habitat-species evaluations. Managed personnel assignments and field work, sample processing, equipment purchases, data analyses and document preparation, budget (~\$250,000), and other elements of project implementation.

Project Leader: Ecological studies of Sin Nombre hantavirus in the Southwest U.S. Project duration was 5 years (1994-1998) and included 6-10 personnel. Managed personnel assignments, field work, laboratory analyses, data analyses and document preparation, and budget (~\$400,000).

Project Leader: Technology Development, Evaluation, and Application studies (Los Alamos National Laboratory) of large ungulate distribution and movements patterns and non-invasive genetic techniques for evaluating large carnivore response to wildfire. Study duration was 5 years (1996-1998 and 2001-2003) and included 5-8 personnel. Managed personnel assignments and field work related to sample collection, sample processing, data analyses and document preparation related to project management, budget (~\$270,000), and acted as liaison with university collaborators.

Project Leader: Multiple studies (8-10) related to implementation of biological resources management plan for Los Alamos National Laboratory. Project duration was 5 years (1998-2003) and included 12-20 personnel. Studies included large ungulate habitat evaluations, ungulate-vehicle collision analysis, cultural resource site-ungulate impacts, and black bear and mountain lion population evaluations. Oversaw outreach and public education efforts related to studies and interaction with 3 universities, 4 federal and state natural resources agencies, and 4 Native American pueblos. Managed personnel assignments and field work related to sample

collection, sample processing, equipment purchases, data analyses and document preparation, budget (~\$300,000), and other elements of project implementation.

Project Leader: Cerro Grande Fire, Jemez Mountains, New Mexico vegetation and wildlife studies (4-6 separate studies). Project duration was 5 years (2001-2005) and included 4-8 personnel. Included evaluation of large herbivore impacts on regenerating vegetation and multi-scale elk-habitat associations following wildfire. Managed personnel assignments and field work, vegetation sample processing, equipment purchases, data analyses, budget (~\$300,000), and interaction with university, federal, and state agency collaborators related to work-for-others agreement, MOUs, and Participating Agreements.

PROFESSIONAL AFFILIATIONS/CERTIFICATIONS

- President of The Wildlife Society/New Mexico Chapter (2000); included coordinating and leading the planning of the annual regional professional meeting (550 attendees).
- The Wildlife Society
- The Wildlife Society/NM Chapter
- Certified Wildlife Biologist (TWS certification)

OUTREACH

Invited Guest Speaker: Guest Scientist Seminar Series-University of Kentucky Department of Forestry (1997)

Title: GPS radio collar studies of elk

Invited Guest Speaker: New Mexico State University Department of Animal and Range Sciences (1999)

Title: Large game studies at LANL

Invited Guest Speaker: Santa Clara Pueblo (1999)

Title: A large game management plan for Los Alamos National Laboratory

Invited Guest Speaker: New Mexico Highlands University (2000)

Title: Large ungulate studies in Jemez Mountains, north-central New Mexico

Presented at the 5th Annual Youth Conference on the Environment, Albuquerque, New Mexico (2001)

Presentation to the Santa Clara Pueblo governor and environmental department on wildlife studies on Los Alamos National Laboratory and surrounding lands (1998)

Assisted in developing curriculum in association with The Wildlife Center, Espanola, New Mexico for grades K-6 (2004)

Participated in Northern Pueblo Agencies Conference on the Environment, Espanola, New Mexico (1999)

Assisted Santa Clara Pueblo, Tesuque Pueblo, and Cochiti Pueblo (New Mexico) with field studies and advanced technology (GPS collars) to monitor game species

PUBLICATIONS

Peer-reviewed, refereed journal articles

Biggs, J., K. Bennett, M. Mullen, T. Haarmann, M. Salisbury, R. Robinson, D. Keller, N. Torrez-Martinez, and B. Hjelle. 2000. Relationship of Ecological Variables to Sin Nombre Virus Antibody Seroprevalence in Deer Mouse Populations. *J. Mammalogy* 81(3):676-682.

Biggs, J., K. Bennett, N. Torrez-Martinez, and B. Hjelle. 2000. Sin Nombre Virus Antibody Prevalence in Rodents of North-central New Mexico. *The Southwestern Naturalist*. 45(1):61-66.

Fresquez, P.R., J.R. Biggs, K.D. Bennett, D.H. Kraig, M.A. Mullen, and J.K. Ferenbaugh. 1999. Radionuclides in deer and elk from Los Alamos National Laboratory and the doses to humans from the ingestion of muscle and bone. *J. Environ. Sci. Health*, B34(5):901-915.

Biggs, J.R., K.D. Bennett, and P.R. Fresquez. 2001. Relationship Between Home Range Characteristics and the Probability of Obtaining Successful Global Positioning System (GPS) Collar Positions for Elk in New Mexico. *Western North American Naturalist* 61(2): 213-222.

Biggs, J., S. Sherwood, S. Michalak, L. Hansen, and C. Bare. 2004. Animal-related vehicle accidents at the Los Alamos National Laboratory, New Mexico. *The Southwestern Naturalist* 49(3):384-394.

Sandoval, L.; Holechek, J.; Biggs, J.; Valdez, R.; VanLeeuwen, D. 2005. Elk and mule deer diets in north-central New Mexico. *Rangeland Ecology and Management* 58(4):366-372.

Biggs, J., D. VanLeeuwen, J. Holechek, and R. Valdez. A multi-scale analysis of habitat use by elk following the Cerro Grande Fire. (submitted to *Landscape Ecology*).

Biggs, J., D. VanLeeuwen, J. Holechek, and R. Valdez. *In prep.* A modified kernel utilization distribution-based technique using volume contours for analyzing ungulate habitat use. (to be submitted to *Applied Ecology*).

Biggs, J., J. Holechek, D. VanLeeuwen, Sherwood, S., and R. Valdez. *In prep.* Assessment of techniques to measure patch structure in response to ungulate use. (to be submitted to *Vegetatio*).

Biggs, J., J. Holechek, D. VanLeeuwen, Sherwood, S., and R. Valdez. Guidelines for managing aspen in Southwestern forests (submitted to *Journal of Range Ecology and Management*).

Rupp, S.P., D.B. Wester, and J.R. Biggs. Assessing global positioning system collar performance in highly heterogenous habitats (submitted to *Journal of Wildlife Management*).

Agency Reports and Conference Proceedings/Abstracts

Alexander H.A., J.R. Biggs, C.M. Bare, L.A. Hansen, S.R. Sherwood, and J. Longmire. "Tetranucleotide microsatellite loci for use in mountain lion (*Puma concolor*) genetic research," Proceedings of The 7th Symposium for Biological Research in the Jemez Mountains, Santa Fe, New Mexico (2002)

Alexander H., J.R. Biggs, J. Longmire, L. Hansen, C. Bare, and S. Frybarger, "The use of non-invasive genetic analysis to study distribution and population characteristics of mountain lion and black bear in New Mexico," Proceedings of the 6th Symposium of Biological Research in the Jemez Mountains, Santa Fe, New Mexico (2002)

Bennett K., J. Biggs, and P. Fresquez, "Determination of locational error associated with GPS radio collars in relation to vegetation canopy and topographical influences of north-central New Mexico," Los Alamos National Laboratory report LAUR-96-4921 (1996)

Bennett K.D. and J.R. Biggs, "Small mammal study of Sandia Canyon," Los Alamos National Laboratory report LA-13199-MS (1996)

Bennett K.D., J.R. Biggs, and P.R. Fresquez, "Radionuclide contaminant analysis of small mammals, plants, and sediments within Mortandad Canyon, 1994" Los Alamos National Laboratory report LA-13104-MS (1996)

Bennett K.D. and J.R. Biggs "Interfacing GIS/GPS radio-collar data to model large mammal movements", The Wildlife Society 4th Annual Conference, Snowmass, Colorado (1997)

Bennett K.D., J.R. Biggs, and P.R. Fresquez, "Radionuclide contaminant analysis of small mammals at Area G, Technical area 54, 1997 (with cumulative summary 1994-1997)," LA-13517-MS (1998)

Bennett K., J. Biggs, and P. Fresquez, "Development and application of a movement predictive model for elk", 3rd Symposium for Biological Research in the Jemez Mountains, New Mexico (1998)

Biggs J.R., K.D. Bennett, and P.R. Fresquez, "Radionuclide contaminant analysis of small mammals at Area G, Technical area 54, 1994 Los Alamos National Laboratory report LA-13015-MS (1995)

Biggs, J., K. Bennett, and P.R. Fresquez, "Movements and Activity Patterns of Rocky Mountain Elk at the Los Alamos National Laboratory," Los Alamos National Laboratory report LA-UR-98-4535 (1997)

Biggs J., K. Bennett, and P.R. Fresquez, "Resource Use, Activity Patterns, and Disease Analysis of Rocky Mountain Elk (*Cervus elaphus nelsoni*) at the Los Alamos National Laboratory," Los Alamos National Laboratory report LA-13536-MS (1998)

Biggs J., K. Bennett, and P.R. Fresquez, "Estimation of Observation Rates of Global Positioning Collars Deployed on Elk," Los Alamos National Laboratory report LA-UR-98-1080 (1998)

Biggs J., M. Mullen, and K. Bennett, "Development and application of a habitat suitability ranking model for the New Mexico meadow jumping mouse (*Zapus hudsonius luteus*)," Los Alamos National Laboratory report LA-13659-MS (1999)

Biggs J.R., C.M. Bare, S.R. Frybarger, L.A. Hansen, C.L. Nathanson, and S.P. Rupp, "Development and implementation of a wildlife management plan for the Los Alamos National Laboratory," LA-UR-01-5288 (2001)

Fresquez P.R., J.R. Biggs, K.D. Bennett, D.H. Kraig, M.A. Mullen, and J.K. Ferenbaugh, "Radionuclide concentrations in deer and elk from Los Alamos National Laboratory: 1991-1998," Los Alamos National Laboratory report LA-13553-MS (1998)

Hansen L.A., K.D. Bennett, S.R. Sherwood, C.M. Bare, and J.R. Biggs, "Road-crossing behavior of mule deer in the wildland-urban interface," Abstracts of The Wildlife Society 10th Annual Conference, Burlington, Vermont (2003)

Quinta E., H. Alexander, J. Biggs, J. Longmire, L. Hansen, S. Frybarger, and C. Bare, "The Evaluation of Techniques for the Collection and Use of Scat and Hair for Noninvasive Genetic Analysis of Free-Ranging Carnivores," Los Alamos National Laboratory report LA-UR-01-3845 (2001)

Rupp S.P., D.B. Wester, J.R. Biggs, and L. Hansen, "Development of a spatially-explicit, individual-based model for evaluating elk movements and distribution patterns in the eastern Jemez Mountains, New Mexico," Proceedings of the 6th Symposium of Biological Research in the Jemez Mountains, Santa Fe, New Mexico (2002)

Rupp S.P., D.B. Wester, and J.R. Biggs, "Quantifying the fire effects in the Jemez Mountains: A meta-analytic approach," Los Alamos National Laboratory report LA-UR-03-1340 (2003)

Rupp S.P., D.B. Wester, and J.R. Biggs, "Ecological impacts of the Cerro Grande Fire: predicting elk movement and distribution patterns in response to vegetative succession through simulation modeling," Abstracts of The Wildlife Society 13th Annual Conference, Anchorage, Alaska (2006)

Sandoval L., J. Biggs, and J. Holechek. "A comparison of elk and mule deer diets on the Los Alamos National Laboratory." Proceedings of the 6th Symposium of Biological Research in the Jemez Mountains. Santa Fe, New Mexico (2002)

Schmidt K. and J. Biggs. "Presumptuous Assumptions: Elk and the Pristine." Proceedings of the 5th Symposium of Biological Research in the Jemez Mountains. Santa Fe, New Mexico (2001)

PRESENTATIONS

Meeting Title: Hazardous Substance Research Center/Waste Management Education and Research Consortium (WERC), Albuquerque, New Mexico (1996)

Presentation Title: Radionuclide contaminant analysis of rodents at a waste burial site, Los Alamos National Laboratory

Authors: J.R. Biggs, K.D. Bennett, and P.R. Fresquez

Meeting Title: A Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (1996)

Presentation Title: Estimation of Home Ranges and Water Use of Elk at Los Alamos National Laboratory

Authors: J. Biggs, K. Bennett, and P. Fresquez

Meeting Title: 2nd Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (1997)

Presentation Title: Application of GPS radio collars to elk studies at the Los Alamos National Laboratory

Authors: J. Biggs, K. Bennett, and P. Fresquez

Meeting Title: 2nd A Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (1997)

Presentation Title: Movements, disease analysis, and tritium concentrations of Rocky Mountain elk of the Pajarito Plateau

Authors: J. Biggs, K. Bennett, P. Fresquez, and R. Robinson

Meeting Title: 3rd Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (1998)

Presentation Title: Movements and activity patterns of Rocky Mountain elk at the Los Alamos National Laboratory

Authors: J. Biggs, K. Bennett, and P. Fresquez

Meeting Title: 4th Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (1999)

Presentation Title: Relationship of Ecological Variables to Sin Nombre Virus Antibody Seroprevalence in Deer Mouse Populations

Authors: J. Biggs, K. Bennett, M. Mullen, T. Haarmann, M. Salisbury, R. Robinson, D. Keller, N. Torrez-Martinez, and B. Hjelle

Meeting Title: 4th Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (1999)

Presentation Title: Development and Application of a habitat suitability ranking model for the New Mexico meadow jumping (*Zapus hudsonius luteus*)

Authors: J. Biggs, M. Mullen, and K. Bennett

Meeting Title: 5th Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (2000)

Presentation Title: A motorist advanced warning system for large animals in roadways

Authors: J. Biggs, S.R. Frybarger, L.M. Hansen, and C. Bare

Meeting Title: 8th Symposium of Biological Research in the Jemez Mountains, New Mexico-Santa Fe, N.M. (2004)

Presentation Title: Evaluating the effects of large ungulate herbivory on plant community structure and development in the Cerro Grande Fire burn area, east Jemez Mountains, New Mexico

Authors: J. Biggs

Meeting Title: New Mexico Environmental Health Conference (2000)

Presentation Title: The use of GPS collars deployed on wildlife

Authors: J.R. Biggs

Meeting Title: New Mexico Environmental Health Conference (2000)

Presentation Title: Factors associated with the spread of hantavirus

Authors: J.R. Biggs

Meeting Title: The Wildlife Society 4th Annual Meeting, Snowmass, Colorado (1997)

Workshop on global positioning systems in wildlife stewardship

Authors: K.D. Bennett and J.R. Biggs

Meeting Title: The Wildlife Society 4th Annual Meeting, Snowmass, Colorado (1997),

Presentation Title: Evaluation of habitat use by Rocky Mountain elk in north-central New Mexico

Authors: J.R. Biggs, K.D. Bennett, and P.R. Fresquez

Meeting Title: The Wildlife Society 5th Annual Meeting, Buffalo, New York (1998)

Presentation Title: Estimating observation rate biases of global positioning system collars deployed on elk

Authors: J. Biggs, K. Bennett, and P.R. Fresquez

Meeting Title: The Wildlife Society 6th Annual Meeting, Austin, Texas (1999)

Presentation Title: Resource Use and Activity Patterns of Rocky Mountain Elk at the Los Alamos National Laboratory

Authors: J. Biggs, K. Bennett, and P. Fresquez

Meeting Title: The Wildlife Society 7th Annual Conference, Nashville, Tennessee (2000)
Presentation Title: Analysis of animal-related accidents at Los Alamos National Laboratory
Authors: J.R. Biggs, S.R. Sherwood, L.A. Hansen, and C.M. Bare

Meeting Title: The Wildlife Society 8th Annual Meeting, Reno, Nevada (2001)
Presentation Title: Development and implementation of a wildlife management plan for the Los Alamos National Laboratory
Authors: J. Biggs, C. Bare, S. Frybarger, L. Hansen, C. Nathanson, and S. Rupp

Meeting Title: The Wildlife Society 9th Annual Conference, (2002)
Presentation Title: Integrating GPS radiocollar data and the GIS to assess habitat use and movement patterns of Rocky Mountain elk
Authors: J.R. Biggs, K.D. Bennett, S.P. Rupp, L.A. Hansen, S.R. Sherwood, and C.M. Bare

Meeting Title: The Wildlife Society 10th Annual Conference, Burlington, Vermont (2003)
Presentation Title: Workshop on monitoring wildlife with GPS collars
Author: J. Biggs

Meeting Title: The Wildlife Society 13th Annual Meeting, Anchorage, Alaska (2006)
Presentation Title: Habitat use patterns of elk following wildlife in a montane ecosystem
Authors: J. Biggs

GRANTS/RESEARCH PROGRAM FUNDING

National Institutes of Health grant in collaboration with University of New Mexico
Ecological studies of Sin Nombre hantavirus
Principal Investigators: JR Biggs, KD Bennett, N Torrez-Martinez, and B Hjelle
Total Funding: \$400,000

Technology Development, Evaluation, and Application program-Los Alamos National Laboratory
Seasonal movements, activity patterns, and radionuclide concentrations of elk inhabiting the Pajarito Plateau
Principal Investigators: JR Biggs, KD Bennett, and PR Fresquez
Total Funding: \$210,000 (1996-1998)

Technology Development, Evaluation, and Application program-Los Alamos National Laboratory
Developing genetic analysis capabilities as a tool to manage large carnivore species at LANL in response to the Cerro Grande Fire and associated impacts
Principal Investigators: JR Biggs, JL Longmire, HA Alexander, L Hansen
Total Funding: \$60,000 (2001-2002)

Work-for-Others Contract/U.S. Forest Service: included Participating Agreements between Los Alamos National Laboratory, Bandelier National Monument (NPS), and NM Department of Game and Fish

Large herbivore vegetation impact study in the Cerro Grande Fire burn area and evaluation of elk movement and distribution in relation to the Cerro Grande Fire

Principal Investigators: JR Biggs, M Orr, S Fetting, S Rupp

Total Funding (including matching funds): \$250,000 (2001-2006)

AWARDS and HONORS

- Los Alamos Achievement Award – ESH Division Review Committee, April 2000
- Outstanding Presentation – ESH Division Review Committee, April 2000
- Certificate of Appreciation – SYETP (Summer Youth Employment Training Program)
- Los Alamos Achievement Award – T/E Habitat Management Plan
- Los Alamos National Laboratory Certificate of Appreciation – In support of the Laboratory's American Indian activities, initiatives, and outreach to Indian Tribes, Organizations, and Communities
- Certificate of Appreciation – The American Indian Community and Science Education Partnership (AICSEP)
- LANL Award – Outstanding Mentor

ADDITIONAL SKILLS and QUALIFICATIONS

- Environmental Management Systems training – design, implementation, internal auditing
- Stream and lake electro-shocking of fish and data recording
- Statistical Analysis System (SAS), Excel, Microsoft Word for Windows, Harvard Graphics
- Wildlife population analyses programs
- Large and medium size mammal field censusing techniques
- Large mammal radio-collaring and tracking using advanced techniques (GPS, remote downloadables, etc.)
- Bird trapping and banding
- Trapping and preservation of birds and small mammals
- Wildlife food habits analysis techniques
- Geographical Information System
- SCUBA certified
- Certified in CPR and Standard First Aid
- Radiation Worker Training II
- HAZWOPER-Hazardous Waste Operations and Emergency Response Training
- HAZWOPER for Supervisors

REFERENCES

Dr. Robert R. Parmenter
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Assistant Professor
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College of Agriculture and Biological Sciences
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Brookings, South Dakota 57007
Office phone: (605) 688-4779
Email: susan.rupp@sdstate.edu

Nicole Fresquez

From: James Biggs
Sent: Friday, May 16, 2014 10:01 AM
To: Nicole Fresquez
Subject: Re:

I received it. Thanks.

On Fri, May 16, 2014 at 9:41 AM, Nicole Fresquez <nicole.fresquez@nnmc.edu> wrote:

Hi James.

Mario just left with a copy of your file. Thank you.

Nicole Fresquez

Human Resources Analyst

Northern New Mexico College

921 N Paseo de Oate

Espanola, NM 87532

Phone: 505-747-5483 Fax: 505-747-5435

Email: nicole.fresquez@nnmc.edu

From: James Biggs [<mailto:jbiggs@nnmc.edu>]
Sent: Friday, May 16, 2014 9:36 AM
To: Nicole Fresquez
Subject: Re:

Hello Nicole - Mario Montes will be in your office shortly and will pick up my file copy.

Thank you.

James

On Thu, May 15, 2014 at 5:04 PM, Nicole Fresquez <nicole.fresquez@nnmc.edu> wrote:

Hi James,

Your request is ready.

Nicole Fresquez

Human Resources Analyst

Northern New Mexico College

921 N Paseo de Oate

Espanola, NM 87532

Phone: 505-747-5483 Fax: 505-747-5435

Email: nicole.fresquez@nnmc.edu

From: James Biggs [<mailto:jbiggs@nnmc.edu>]

Sent: Thursday, May 15, 2014 2:35 PM

To: Nicole Fresquez

Subject:

Nicole, can you please make a copy of my personnel file? Thank you.

James

--

Dr. James Biggs

Assistant Professor Environmental Science

Agroecology and Biological Research Station

Northern New Mexico College

921 N. Paseo de Oñate

Espanola, N.M. 87532

(505) 747-5453

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--

Dr. James Biggs

Assistant Professor Environmental Science

Agroecology and Biological Research Station

Northern New Mexico College

921 N. Paseo de Oñate

Espanola, N.M. 87532

(505) 747-5453

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(505) 747-5453

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NORTHERN NEW MEXICO COLLEGE

INFORMATION FORM

NAME: James Biggs

HOME PHONE: [REDACTED]

WORK PHONE: —

CELL PHONE: [REDACTED]

E-MAIL: jr biggs @ newmexico.com

IN CASE OF EMERGENCY NOTIFY: —

WORK HOURS: Flexible

CLASS SCHEDULE: Special Studies / Field &
computer based

If you are unable to make it to a class notify Lisa Duran in the faculty office at 747-2120.
Leave a voice message with class name, room number and any other information.

Certificate of Training
Professional Development

This certificate is awarded to:

James Biggs

For 1.5 hours of organized instruction in:
**Sexual Harassment in the Workplace
Training**



Small Business Development Center
at Northern New Mexico College

"Building New Mexico's Economy One Business at a Time"

January 11, 2011

- Date


SBDc Director



Northern New Mexico College

921 Paseo de Oñate
Española, New Mexico 87532

CERTIFICATION REGARDING A DRUG-FREE WORKPLACE

I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while under the employ of Northern New Mexico College



Signature

8/20/09

Date